UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF MISSISSIPPI

Solicitation for Design, Acquisition, Delivery and Installation Services

2024 Workstation Enhancement Project
Clerk's Office, Thad Cochran United States Courthouse
Jackson, Mississippi

A. The Clerk's Office in the Thad Cochran United States Courthouse in Jackson, Mississippi (Suite 2.500) has a total of 11 workstations configured in cubicles. The Court is fully satisfied with the current product and configuration of the workstations/cubicles but desires to (1) raise the height of each panel in ten (10) of the eleven (11) workstations by the height of one glass or frosted glass panel (15" H Glass Stacker) and install sliding doors at the entrance to each cubicle. The cubicles are currently approximately 64 inches high, and the additional panels will raise them to approximately 75 inches to accommodate the doors and door components.

B. The workstations/cubicles are interconnected and utilize Knoll Reff panels and their component parts which are now discontinued. For consistency, the Court desires that the vendor utilize good quality, Knoll Reff reclaimed parts (including the additional glass panels and doors, spines, endcaps, posts, hardware, and other components) and acquire the same through a reputable re-seller.

I. Scope of Work

C. Thus, the proposed scope of work is as follows:

1. The vendor will provide pricing for:

   (a) designing a project to carry out the work described in paragraphs 1 and 2 above;

   (b) identifying the specific component parts and hardware which will be needed based upon the workstations/cubicles as presently existing and the current Knoll Reff component parts and hardware, etc which will need to be replaced (such as the spine pieces); and

   (c) locating and identifying a sufficient number of Knoll Reff component parts and hardware to install the additional glass panels and doors for a consistent look throughout the office.

2. The vendor will also include pricing for the acquisition, shipping, and delivery of the used products identified in (a) above to the Thad Cochran United

States Courthouse for installation. There may be a need to store the components in the vendor's warehouse or another location other than the Thad Cochran United States Courthouse until the project begins.

3. Finally, the vendor will provide pricing for the installation of the additional glass or glass-frosted panels and the sliding doors onsite at the Thad Cochran United States Courthouse in Jackson, Mississippi. This work shall be done at nights and weekends, taking into account the Court's need to maintain regular and full operations during workday hours.

D. In summary, the Court is requesting proposals to modify 10 existing Knoll Reff (ca. 2008) workstations with matching second-hand materials in excellent condition with the following requirements:

1. Raise the height of existing dividing panels with additional glass stackers (matching existing product).

2. Add rolling glass doors to individual workstations (matching existing finishes), including costs associated with (a) time to identify all necessary parts and hardware; (b) time to locate all necessary parts and hardware; (c) obtaining, shipping and storing all materials; and (d) delivering and installing the additional products and materials in the Clerk's office.

II. Information and Submittals

Site visits are encouraged. For more information, including detailed specifications for the office's current workstation/cubicle configuration, please contact:

Mr. Nelson Creath, Court Architect/Facilities Manager
United States District Court, Southern District of Mississippi
501 East Court Street, Suite 2.500
Jackson, MS 39201
Nelson_Creath@mssd.uscourts.gov
601-608-4015.

Quotes for this project must be received by the close of business Friday, September 20, 2024 and must be emailed to:

Ms. Raven Ashley, Property and Procurement Administrator
United States District Court, Southern District of Mississippi
501 East Court Street, Suite 2.500
Jackson, MS 39201
Raven_Ashley@mssd.uscourts.gov
601-608-4033.